

Waterloo Co-operative Residence Incorporated

Member Initiative Policy

As approved by the General Manager,
and incorporating all changes through:

25 August 2011

*(Note that, in this policy, the masculine shall include the
feminine and the singular shall include the plural)*

Revision History

Date	Revisionist	Summary of Changes
30 July 2008	Melissa Wessel	Policy creation
30 March 2010	Cary Hubbard	Clarify process around IDSC funding of campus rec teams
25 August 2011	Cary Hubbard	Updated to reflect the new member volunteer structure

External Cross-references

Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)
6 (2)	pi Policy		

INTRODUCTION

Members are encouraged to participate in the Co-op by designing initiatives that will benefit the Co-op. This policy sets the roles and responsibilities for members regarding Member Initiatives and also outlines the procedures that must be followed by members through all stages of implementing a Member Initiative.

DEFINITIONS

- “CEG” refers to the Community Engagement Guide, a member volunteer position responsible for working at the divisional level to enhance the member experience, be a resource to the division membership, and to build a strong co-operative culture within the WCRI community.
- “ICC” refers to the Inter Co-operative Council, a group of member volunteers and leaders that come together in formal and informal settings to encourage and support member participation, enhance member communication, and build linkages between and within the voluntary member participation structure at WCRI.
- “Member Initiative” means any project or committee designed and operated by a member that is brought forward without first being requested.
- “pi bucks” refer to the virtual dollars associated with WCRI’s Participation Incentive (pi) program.

POLICY

1. (1) Members are encouraged to design and implement Member Initiatives that will benefit the WCRI membership.
(2) Member Initiative proposals must be submitted to and approved by the Inter Co-operative Council (ICC) before being implemented.
2. (1) The ICC is responsible for setting the guidelines for and approving all Member Initiatives.
(2) It is the responsibility of the ICC to ensure that the proposed Member Initiative does not conflict with or compete with any of the Co-op’s policies, operations, or programs.
3. Members who successfully complete Member Initiatives will be awarded pi bucks through the Participation Initiative (pi) and in accordance with the current *pi Policy*.

PROCEDURES

4. (1) Member Initiative proposals must be submitted to the ICC via the Community Engagement Guide (CEG) in the member’s respective division using the Member Initiative Proposal Form (*Appendix A*).
(2) It is the responsibility of the CEG to submit the proposal to ICC for approval within one week of receipt.
(3) Once received, the ICC shall meet within two weeks to consider and make a decision regarding the submitted proposal, including any funding requests being made.
5. Funds for individual Member Initiatives will be allocated by ICC from a budget set annually by the General Manager and in accordance with appropriate operating policies.
6. (1) The pi bucks to be awarded at the completion of the Member Initiative will be determined at the time that the Member Initiative is approved.

(2) The pi buck value awarded for each Member Initiative will be determined in accordance with the current *pi Policy* and will be in direct correlation to the time commitment related to the implementation of the Member Initiative.

7. (1) Where the expenditure of funds has been approved by ICC, the members may make purchases in accordance with the approved budget for the project and submit original receipts to the WCRI Office for reimbursement.

(2) A copy of the minutes documenting the motion to approve the spending must be submitted to the WCRI Office to support any reimbursement requests being made.

(3) Reimbursement requests will be reviewed and processed in the next regular cheque run in accordance with internal operating procedures.

Campus Recreation Sports

8. (1) Campus Recreation at the University of Waterloo and Wilfred Laurier University provide students with the opportunity to engage themselves in a diverse set of programs and intramural leagues. ICC will fund 50% of the team registration cost for up to three Campus Recreation teams each term. All expenses related to this registration will be deducted from the available ICC Social funds for the term as set by the General Manager or delegate.

(2) Individual team members are responsible for their own \$50 refundable deposit and their portion of the remainder of the registration cost.

Appendix A: Member Initiative Proposal Form

Submitted by: _____

Date submitted: _____

Phone #: _____

Division: _____

Email: _____

CEG's name: _____

Background – What are the goals of the project?

Value to Community - Why is this important for WCRI members?

Member Interest – Please list the supporting documentation of member interest and attach it with this page.

Timelines – When will the project be started, is it on going or is there a completion date?

Process – What will members have to do in order to use/benefit from this project?

Startup costs – What will be the costs of implementing the project?

Ongoing costs – What will the costs be to continue the project in future terms?

Responsibility – Who will be responsible for the project? If there is equipment or supplies to be purchased, who will take responsibility for it now and in the future? Where will it be stored?

** Please attach additional pages, as necessary, to provide the required information.*

Note: If you are proposing the **creation of a new member committee**, please be sure to include details regarding the following topics:

- Committee composition, including selection processes;
- Reporting relationships;
- Access to information; and
- Additional resources required/requested.

Assistance from the Community Engagement Coordinator is available if necessary.

When complete, submit this form to your CEG for consideration by the ICC.